

Human Resource Management System

Managing payroll, generating data for state agencies

The Human Resource Management System (HRMS) is the enterprise HR and payroll system for state government. HRMS captures and distributes statewide personnel, payroll and financial data, and produces paychecks for approximately 70,000 employees in more than 100 agencies.

State Payroll Services

Since automating payroll in the late 1950s, Washington has never been late on a state payroll. The current system, first implemented in 2006, has extended that record and increased the capability and flexibility of the state's HR data base. The Enterprise Services team that maintains HRMS works closely with the Office of Financial Management and the State Treasurer to implement payroll changes, such as temporary salary reductions, salary freezes, or cost-of-living adjustments.



- **Paperless Payroll** – In recent years, HRMS has enabled the transition of many state agencies to a paperless payroll. This saves the state the cost of printing and distributing warrants and earnings statements, and provides the ability to directly deposit paychecks into employees' personal bank accounts.

Learn more: <http://www.hr.wa.gov/payroll/ESS/Pages/NoPrintEarningsStatements.aspx>

Employee Self Service (<http://www.hr.wa.gov/payroll/ESS/>)

- State employees can access Employee Self Service (ESS) online to view their earnings statements, or update personal HR data such as their mailing addresses, email addresses and emergency contact information.
- **ESS Leave Tool** – State agencies have the option to use the ESS Leave Tool, an online application that enables employees to request leave and managers to approve leave.

Learn more: <http://www.hr.wa.gov/payroll/ESS/Pages/AutomatedLeave.aspx>

Business Intelligence (Reports)

The Business Intelligence (SAP BI) application retains a historical record of HRMS data and is used to generate a variety of agency-specific and statewide reports. BI is a valuable planning tool for individual agencies and the state enterprise. For information about Workforce Data and Planning see: <http://www.hr.wa.gov/WorkforceDataAndPlanning/Pages/default.aspx>

Contact Information

The Service Center is the contact point for HRMS users.

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